

# CIVILIAN EMPLOYEE HANDBOOK



FORT  
SAM  
HOUSTON  
TEXAS



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, FIFTH UNITED STATES ARMY AND FORT SAM HOUSTON  
FORT SAM HOUSTON, TX 78234-5000

March 1, 1991

REPLY TO  
ATTENTION OF:

Directorate of Civilian Personnel

Greetings:

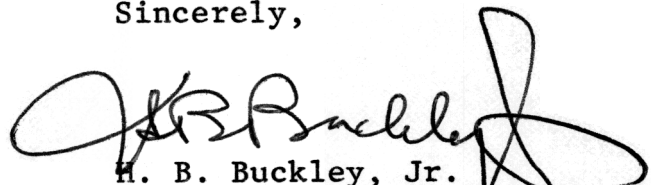
It is a pleasure to welcome you to the work force serviced by the Fort Sam Houston Directorate of Civilian Personnel. Your work will make an important contribution to the success of your activity's mission. You have chosen an employer with a proud tradition for excellence in a variety of headquarters, medical, logistical, training and support functions.

This pamphlet has been designed to acquaint you with a variety of services and facilities available to you as a Federal civilian employee. You will find frequent references to other publications and regulations where you can obtain more detailed information. Your supervisor should have most of these references. We have also included the telephone numbers where you can obtain additional information on many of the topics covered in the pamphlet.

The pamphlet will be complemented by the New Employee Orientation which is presented six times per year. The orientation features subject matter specialists from the Directorate of Civilian Personnel and other staff offices. They will provide additional information and address your questions on such topics as the post's history and missions; the merit system; Equal Employment Opportunity; training; conduct, discipline and awards; and the functions of the Directorate of Civilian Personnel.

I urge you to use the available services at Fort Sam Houston and the Directorate of Civilian Personnel. I wish you a long and successful career with the Federal Government.

Sincerely,

  
H. B. Buckley, Jr.  
Director, Civilian Personnel

DEPARTMENT OF THE ARMY  
HEADQUARTERS FORT SAM HOUSTON  
Fort Sam Houston, Texas 78234-5000

FSH Pamphlet  
No. 690-1

1 March 1991

Civilian Personnel Handbook

Table of Contents

<u>TOPIC</u>	<u>PAGE</u>
Directorate of Civilian Personnel's Functional Directory	1
FORT SAM HOUSTON - Historical Sketch	3
EMPLOYMENT CONDITIONS	
Standard Form 50 - Notification of Personnel Action	4
Your Appointment	4
Veteran's Readjustment Appointments	6
Probationary Period	6
Promotion and Other Placement	6
Work Schedules	7
Hours of Work	7
Rest Periods	8
Tardiness	8
Excused Absences	8
Inclement Weather Policy	9
PAY	
Pay Schedules	9
Job Descriptions and Classification	10
Within Grade Pay Increases	10
Comparability Increases	11
Performance Management and Recognition System (PMRS)	12
Payroll Deductions	12
Income Tax Withholding	13
Pay Days and Pay Checks	13
Pay Setting on Position Change	13
BENEFITS	
Paid Holidays	13
Annual Leave	14
Sick Leave	15
Maternity Leave	16

\*This pamphlet supersedes FSH Pam 690-1, 15 October 1987

## FSH Pam 690-1

Leave Without Pay	17
Other Leave	18
Federal Employees Group Life Insurance (FEGLI)	19
Designation of Beneficiary	20
Federal Employee Health Benefits Program (FEHB)	20
Civil Service Retirement Service (CSRS)	21
Federal Employee Retirement System (FERS)	21
EMPLOYEE RESPONSIBILITIES	
Performance Management System	21
Incentive Awards	22
Installation Access Control	23
(Civilian Identification Cards)	
Traffic and Vehicle Registration	23
Military Police Authority and Responsibility	24
Respect to the Flag	24
Civilian Attire	24
Political Activities	25
Smoking Policies	25
Personal Debts	26
Rumors	26
Engaging in Riots and Civil Disorders	26
Outside Interests	27
Soliciting and Canvassing	27
Disciplinary Action	27
Grievances and Appeals	27
Labor Management Relations	28
The Privacy Act	28
Career Management	30
External Recruitment	30
Overseas Employment	31
Upward Mobility	31
Resignations	31
Training and Development	32
Equal Employment Opportunity	33
MISCELLANEOUS	
Visits to the Directorate of Civilian Personnel	34
Keeping Your Records Up to Date	34
Publications	35
APPENDIXES	
Career Referral Levels	36
Insignia of the U. S. Armed Forces	38
FSH Facilities	40
FSH Installation Map	42
REAR COVER	
Code of Ethics for Government Service	

DIRECTORATE OF CIVILIAN PERSONNEL (DCP)  
FUNCTIONAL DIRECTORY

OFFICE OF THE DIRECTOR, CIVILIAN PERSONNEL	Bldg	
Director	Room 108	221-1425
Program Planning and Evaluation	Room 110	221-1219
Equal Employment Opportunity	Room 110	221-1219
Action Officer		
Civilian Mobilization Planning	Room 110	221-1219
Freedom of Information and	Room 110	221-1219
Privacy Act		
Personnel Systems Manager	Room 111	221-2830
Labor Relations	2nd Floor	221-1219
RECRUITMENT AND PLACEMENT DIVISION	Bldg	
General Recruitment and Policy	Room 103	221-0343
Medical Activities Recruitment	Room 103	221-6552
Team		
Non-Medical Activities Recruitment	Room 103	221-0534
Team		
Overseas Recruitment, Priority	Room 103	221-0236
Placement, RIF		
Telecommunications Device for the	Room 103	221-0083
Deaf		
Civilian Recruitment Office	Bldg 153	221-2166
(External Applicants)		
POSITION MANAGEMENT AND CLASSIFICATION	Bldg	
DIVISION		
Job Description, Title, Series and	Room 203	221-0002
Grade		
MANAGEMENT-EMPLOYEE RELATIONS DIVISION	Bldg 144	
Standards, Grievances, Conduct and	Room 203	221-0246
Discipline		
Incentive Awards	Room 203	221-1086
TRAINING AND CAREER MANAGEMENT DIVISION	Bldg	
Training Requests, Trainees, Career		221-1392
Programs, Course Information		
Training Centers	Bldg 152	
	Bldg 250	

FSH Pam 690-1

TECHNICAL SERVICES DIVISION	Bldg 144	
Official Personnel Folders	Basement	221-1268
Verification of Employment	Basement	221-1268
Processing (WGI, Insurance Enrollment, SCD)	Basement	221-1689
Benefits (Retirement, Insurance Open Season, Leave)	Basement	221-1689
PCS Travel	Basement	221-1689
On-The-Job Injuries (FECA)	Basement	221-1689
MILITARY TECHNICIAN DIVISION	Bldg 144	221-2011
	(2nd floor)	221-1222
		221-0605
		221-0003
NONAPPROPRIATED FUNDS (NAF)	Bldg 153	
NAF Personnel Administration		221-1600
NAF Recruitment (External Applicants)		221-2685
EQUAL EMPLOYMENT OPPORTUNITY OFFICER	Bldg 140	221-2762
NOTE:		
DCP FAX MACHINE	Bldg 144	221-2706
AREA CODE (512) 221-XXXX		
DEFENSE SWITCH NETWORK (DSN) 471-XXXX		

## FORT SAM HOUSTON

## HISTORICAL SKETCH

Fort Sam Houston (FSH) traces its beginnings to the donation of 92 acres of land in the early 1870's by the City of San Antonio. Permanent construction began in 1876 on the now historic Quadrangle. The picturesque clock tower within the Quadrangle grounds was originally a water tower.

In its early years, the Quadrangle served as a quartermaster depot. Later it took on the role of protecting the border from Brownsville to the Pecos River. In 1890 it was officially designated "Fort Sam Houston" in honor of Texas patriot and soldier, General Sam Houston. The Apache Chief, Geronimo, and some of his warriors were briefly confined in the Quadrangle in 1886 while enroute from Arizona to a more permanent facility in Florida. Roosevelt's "Rough Riders" were supported by the post during their training in San Antonio for the Spanish-American War in 1898. Lieutenant Benjamin Foulois became the first American military pilot to fly a military aircraft at FSH in 1910. His flight over MacArthur Field lasted seven minutes. In 1916 the post supported and controlled a punitive expedition into Mexico after Pancho Villa's raid on Columbus, New Mexico.

By World War I, the FSH installation had grown through the donation and purchase of land to 1,212 acres. Its size nearly tripled during the war as the post assumed the mission of training troops for combat. After World War I many of the temporary structures of the war were replaced by permanent buildings in the Spanish-Colonial revival style. Brooke Army Medical Center (BAMC) was completed in 1938.

The late-1930's and early-1940's saw the development and testing of tactics and equipment which were to be used in World War II. Again in this war the post assumed a role of training units for deployment overseas.

After the war the Army's Medical Field Service School, now known as the Academy of Health Sciences (AHS), was moved to FSH from Carlisle Barracks, Pennsylvania. The Quadrangle became the headquarters for Fifth U.S. Army in 1971. Under a major reorganization of the Army in 1973, Fifth U.S. Army became responsible for the readiness and training of Army reserve units in the central portion of the country. At the same time, a new major Army Command, Health Services Command (HSC), was established with its headquarters on the installation. HSC

FSH Pam 690-1

became responsible for managing the health care delivery and medical training and education systems in the United States and some overseas areas.

Today FSH, including Camp Bullis, occupies a total of 35,531 acres. It performs a number of important missions in addition to its training, medical, and readiness roles. The Institute of Surgical Research (ISR) is a leader in research and clinical treatment of burns. The Military Assistance to Safety and Traffic (MAST) program provides rapid helicopter transportation for accident victims. The 5th Recruiting Brigade is responsible for recruiting activities in a 14-state area to support the all volunteer Army. The Military Entrance Processing Stations (MEPS) in Houston and San Antonio process personnel for military service. The Directorate of Information Management (DOIM) provides communications and automation support. The Midwest Commissary Region (MWCOR) manages the commissaries in the central United States and Panama. Headquarters (HQ), USAG, FSH, provides facility, logistical, security, personnel, financial and recreational support for the post's military and civilian community.

### EMPLOYMENT CONDITIONS

#### STANDARD FORM (SF) 50--NOTIFICATION OF PERSONNEL ACTION

Following your appointment, you received an SF 50, Notification of Personnel Action, describing the type of personnel action that was taken. You will receive other SFs 50 during your career documenting various types of personnel actions that may occur, as well as correcting any errors that may have been made to personnel actions in the past.

You should keep all the copies of SFs 50 as well as copies of any other documents that you receive related to your employment; they could become important pieces of documentation for you in the future.

#### YOUR APPOINTMENT

Appointments in the Federal service are permanent or temporary in duration. The most common type of permanent appointment is the career-conditional appointment. Other types

of permanent appointments, such as the Veterans Readjustment Appointments (VRA) and appointments of individuals with severe disabilities, can lead to career-conditional appointments after a two-year period. Current or former career-conditional employees may be transferred or reinstated into a career-conditional appointment.

Career-conditional employees who complete three creditable years of service become career employees, which provides them additional retention standing in reduction-in-force (RIF) situations and lifetime eligibility for reinstatement. Your appointment SF 50 should show the date from which the three-year period for career tenure will be counted.

If you are a temporary or term employee, the conditions of your temporary appointment should have been outlined for you in a statement that you received and signed as part of the preemployment process.

Most employees are in the competitive Civil Service. Some positions, however, are outside the usual Civil Service rules and regulations and are in what is called the Excepted Service. Some positions, such as attorneys, are permanently in the Excepted Service; others, such as those occupied by individuals on VRA's, are in the Excepted Service while the individual is serving on that type of appointment. Individuals in the Excepted Service are subject to the regulations appropriate to their type of appointment; in many cases, these regulations will be the same or very similar to those for employees in the Competitive Service.

Positions in the Fifth U.S. Army Reserve Technician Program conform to the above outline, but most of them carry an additional condition of employment which requires the incumbent to be a member of the U.S. Army Reserve.

Two other separate categories of non-Civil Service employees you may meet or see at FSH are:

a. Nonappropriated Fund (NAF) employees: about 550 civilians (with a few off-duty military employees) who provide morale, welfare and recreation (MWR) activities to soldiers, family members and civilians. Civil Service appointees may work off-duty in NAF employment only if the total hours worked in both jobs per week do not exceed 40.

b. Contractor Personnel: neither Civil Service nor NAF, these employees work for private sector companies holding contracts for goods or services at FSH.

## VETERANS READJUSTMENT APPOINTMENT (VRA)

VRA is a noncompetitive, excepted service appointment which leads to competitive status and career or career-conditional tenure upon satisfactory completion of program requirements. The purpose of the VRA program is to give job opportunities to Vietnam Era and Post-Vietnam Era veterans. Persons applying for jobs under the VRA authority must meet the minimum qualifications standard for that job set forth by the Office of Personnel Management (OPM). He or she must also meet the VRA program eligibility requirements. The staff of the Training and Career Management (T&CM) Division, Directorate of Civilian Personnel (DCP), is available to assist supervisors and their VRA employees regarding program requirements.

## PROBATIONARY PERIOD

If you are a new permanent employee, you must serve a one-year trial or probationary period, unless you have successfully completed one in the past. Your appointment SF 50 should indicate whether you are subject to a probationary period and the date from which the one-year period is measured.

The probationary period is considered to be an extension of the examination process to determine your capacity and fitness for Federal employment. The probationary period places a responsibility on you to demonstrate your qualifications and suitability for Federal employment. During this time, you are considered on both your ability to perform the work of your position and the manner in which you are meeting the general standards of public service. These standards include integrity, mature personality, good work habits, respect for authority and for fellow employees, and a willingness to learn and improve.

If you fail to measure up to either the performance requirements of your duties or to the standards of public service, you can be discharged during your probationary period.

## PROMOTION AND OTHER PLACEMENT

If you are a permanent employee, you can be considered for other positions within the work force serviced by the FSH DCP.

FSH Regulation 690-4 describes the regulations that govern the operation of the promotion system. Your supervisor should have a copy of the regulation available for you to review.

Promotion announcements are posted on official bulletin boards in your work area. These announcements provide you with the information that you need to know in order to apply for promotion. Many announcements are published on an "open continuous" basis. If you are interested in them, you can apply for them at any time during the open period; and referrals are made from standing lists as positions become available.

If you are interested in applying for reassignment at the same grade or a voluntary change to lower grade, the procedures for applying are also contained in FSH Regulation 690-4.

### WORK SCHEDULES

Most employees are appointed on a full-time work schedule of 40 hours per week. There are other types of work schedules that are also used to meet various needs that are not full-time employment.

Part-time employees work on a regularly scheduled tour of duty of between 16 and 32 hours per week. Part-time employees may be required to work on a full-time basis for brief periods to meet management needs.

Intermittent employees work no regular schedule. The employee is called to work whenever needed, and there is no guaranteed amount of employment.

### HOURS OF WORK

The standard workweek is 40 hours, normally consisting of eight hours a day, five days a week, Monday through Friday. Because of the nature of certain work, some irregular tours of duty include nights, weekends, and holidays. Irregular tours of duty are normally posted on bulletin boards or otherwise brought to the attention of employees prior to the week the change occurs.

Overtime work may be required when considered necessary by the supervisor. Employees will be compensated under Federal regulations for all work required in excess of eight hours a day or 40 hours in an administrative workweek, with certain exceptions for high-grade General Schedule (GS) employees who are paid at a fixed rate, depending on base annual salary.

## FSH Pam 690-1

The overtime rate for GS employees is one and one-half times the rate of basic pay. This rate cannot normally exceed one and one-half times the minimum rate of basic pay for GS-10.

For Federal Wage System (FWS) employees, the overtime rate is one and one-half times the rate of basic pay.

### REST PERIODS

Your supervisor can authorize short rest periods when they will protect your health, remove fatigue, or increase the quality and/or quantity of your work. The rest periods will not exceed fifteen minutes during the first four hours of duty and fifteen minutes during the last four hours of duty. Rest periods may not be taken in conjunction with lunch periods, at the end of the day or otherwise saved for later use.

### TARDINESS

Your supervisor may excuse infrequent brief tardiness and other unavoidable or necessary absences of less than one hour. Any absence greater than one hour must be charged as annual leave or absent without leave (AWOL). Excessive tardiness or unauthorized absences may result in disciplinary action.

### EXCUSED ABSENCES

In some cases, you may be entitled to time off without loss of pay or charge to leave. Some examples are:

- a. Reporting for selective service physical examination
- b. Taking a Civil Service examination pertaining to your position at the request of DCP.
- c. Serving voluntarily in rescue or protection work during an actual emergency.
- d. Serving as a witness in a unofficial capacity on behalf of Federal, State or Local Government.
- e. Serving on jury duty

- f. Veterans participating in military funerals.
- g. Attending meetings and conferences when justified as being in the interest of the Federal Government.

#### INCLEMENT WEATHER POLICY

Unless otherwise notified through official channels or officially approved FSH news releases, all employees are to presume that their office or activity will be operational each duty day regardless of any weather condition which may develop.

Decisions to close all or part of an activity due to inclement weather require command approval, and such decisions may not be made by subordinate supervisors.

#### PAY

##### PAY SCHEDULES

Civilian positions fall within two major categories--General Schedule (GS) and Federal Wage System (FWS). GS positions are primarily in the clerical, administrative, technical and professional fields. General Merit (GM) pay positions cover managerial employees at grades 13 through 15. FWS positions include jobs in the trades, crafts and labor areas. The FWS includes nonsupervisory Wage Grade (WG) positions, Wage Leaders (WL), and Wage Supervisors (WS). Employment procedures, benefits and other policies are basically the same for GS and FWS employees.

At the present time, the same pay schedule applies to all GS employees throughout the Federal Government. This will change gradually as the provisions of the Federal Employees Pay Comparability Act of 1990 are implemented. The minimum and maximum salary rates for GS-13/14/15 also apply to the equivalent GM levels. (Actual pay for GM employees within these ranges depends heavily on their performance.) Pay for FWS employees is determined through comparison with pay rates used locally in business and industry. FWS pay schedules can vary considerably from one location to another. All Department of Defense (DOD) agencies in the San Antonio area, however, use the same FWS pay schedule. Your supervisor can furnish you with a copy of the pay schedule applicable to your position.

## JOB DESCRIPTIONS AND CLASSIFICATION

The work assignments you are expected to perform are recorded in your job description. This description was developed by your supervisor in coordination with a Position Classification Specialist from DCP. Your job description has been evaluated to determine the proper pay category (GS, WG, etc.), occupational series, and grade level. This was done by comparing the duties and responsibilities to position classification standards and guidance issued by OPM and Department of the Army (DA). Supervisors are expected to keep job descriptions accurate. The systems used to determine pay are designed to ensure like pay treatment for employees who perform similar work. Job classifications are based on the relative skill level and responsibility required in the job. It is important to understand that your grade is based on the duties and responsibilities of the work assigned to you and not on your performance (i.e., how well you do your work) or your personal qualifications. If you feel that the work you are doing is not properly described or that the title, occupation code, and/or grade level of your position is improper, you should first discuss the matter with your supervisor. If necessary, your next higher level supervisor or DCP may then be contacted. You have the right to initiate a classification complaint or appeal at any time you feel it would be justified. Detailed procedures for making complaints or filing appeals may be obtained from your supervisor or from the DCP staff. You need not fear reprisal for either filing an appeal or for contacting the DCP about such a matter.

## WITHIN GRADE PAY INCREASES

Within grade increases (WGI) are increases in the basic rates of pay which are granted to employees upon fulfillment of certain performance and service requirements. They do not involve a change in duties, title, or grade of the position occupied. Eligibility requirements for step increases vary depending on the pay schedule your job falls under. The eligibility criteria are as follows:

FWS Employees: Wage Grade (WG), Wage Leader (WL) and Wage Supervisor (WS) employees are automatically advanced upon completion of creditable service as shown below unless the employee's current performance appraisal rating is marginal or unsatisfactory. If an employee who is ineligible for a WGI

because of a marginal rating later receives a Fully Successful or better rating upon reevaluation, eligibility for the WGI is established. FWS employees are eligible for and receive WGI's without regard to the type of appointment they are serving under (i.e., temporary or permanent).

WG, WL & WS Step Increase  
Waiting Period

	<u>26 Weeks</u>	<u>78 Weeks</u>	<u>104 Weeks</u>
Step	2	3	4,5

Time in non-pay status (e.g., Leave Without Pay [LWOP]) is creditable toward the waiting period when it does not exceed:

- 1 workweek in the waiting period for Step 2
- 3 workweeks in the waiting period for Step 3
- 4 workweeks in the waiting period for Steps 4 and 5

GS Employees: If you are a permanent GS employee and if your supervisor certifies that your performance is of an acceptable level of competence, you will receive a WGI increase as follows:

GS Step Increase Waiting Period

	<u>52 Weeks</u>	<u>104 Weeks</u>	<u>156 Weeks</u>
Steps	2,3,4	5,6,7	8,9,10

Time in a non-pay status is creditable service in the computation of a waiting period for an employee with a scheduled tour of duty (full-time or part-time) when it does not exceed:

- 2 workweeks in the waiting period for Steps 2, 3 and 4
- 4 workweeks in the waiting period for Steps 5, 6 and 7
- 6 workweeks in the waiting period for Steps 8, 9 and 10

Time in excess of the above must be made up before a WGI is authorized. Temporary GS employees are not eligible for WGI's.

COMPARABILITY INCREASES

Each year, pay for GS and FWS employees is reviewed and compared with private sector pay rates for similar work. The results of the annual pay review for GS employees are reported to the President who, within certain guidelines, authorizes new pay

FSH Pam 690-1

rates. GS pay increases are normally effective on the first pay period of the calendar year. FWS pay changes are authorized by the DOD Wage Fixing authority and are normally implemented in November.

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#### PERFORMANCE MANAGEMENT AND RECOGNITION SYSTEM (PMRS)

Civilian supervisors and managers in grades GM-13/14/15 are covered under PMRS. The annual rating period for PMRS employees is 1 July through 30 June. Performance ratings are issued in July and August, and serve as the basis for salary adjustments effective the first pay period in October.

The PMRS rating also provides the basis for performance awards. Federal statute requires that GM employees rated "Exceptional" receive a performance award of at least two percent of their salary as of 30 June. GM employees rated "Highly Successful" may be granted lesser awards. The statute also mandates that GM performance award expenditures be no less than 1.15 percent and no more than 1.5 percent of GM payroll.

The rating and appraisal processes are explained elsewhere in this handbook under the title: Performance Management System (PMS).

#### PAYROLL DEDUCTIONS

Federal income tax, retirement, medicare and/or social security withholding are mandatory.

Optional deductions include:

- Health Benefits (medical insurance)
- Federal Employees Group Life Insurance (FEGLI)
- Union dues
- U.S. savings bonds
- Allotments to a credit union or other savings institution or charitable organization
- Thrift Savings Plan (TSP)

## INCOME TAX WITHHOLDING

In the event of a change in your income tax exemptions, you must immediately file a new Employee's Withholding Allowance Certificate (W-4) with the civilian payroll office. Forms are available from your organizational administrative clerk or DCP. Usually your exemptions change when you get married or divorced, when a dependent is born or dies, or when you begin or stop supporting a dependent. Law prohibits claiming more exemptions than you are entitled to or failing to change your W-4 when you lose exemptions. There is no objection, however, to claiming fewer exemptions to meet your income tax obligations at the end of the year. Serviced employees outside of Texas, who are subject to state income tax, can obtain forms and information from the Military Technician Division.

## PAYDAYS AND PAYCHECKS

After your first payday, you will normally receive your paycheck every other week. The official payday for all Army civilians is fixed at 12 days after the end of the pay period. On each payday, you will receive an Earnings and Leave Statement (ELS) giving particulars regarding your pay, leave accumulation, and deductions for the pay period. You may elect to have your paycheck mailed to any address (e.g., your home, post office box) or you may have your pay directly deposited in any bank, credit union, or any savings institution.

## PAY SETTINGS ON POSITION CHANGE

FSH Regulation 690-12, Optional Pay-Fixing Provisions, covers how your pay will be set when you change positions. Your supervisor has a copy of this regulation.

BENEFITS

## PAID HOLIDAYS

The following days have been established as legal holidays in the Federal Service:

New Year's Day  
Martin Luther King, Jr.  
President's Day  
Memorial Day

1 January  
3d Monday In January  
3d Monday in February  
Last Monday in May

FSH Pam 690-1

Independence Day	4 July
Labor Day	1st Monday in September
Columbus Day	2d Monday in October
Veteran's Day	11 November
Thanksgiving Day	4th Thursday in November
Christmas Day	25 December

All employees, except some FWS employees serving on short-term temporary appointments, are excused from work with full pay in observance of legal holidays. If employees are required to perform regularly scheduled work on a holiday, they will receive premium holiday pay.

Employees serving on part-time tours of duty are excused from work with pay only if the holiday falls on a day on which they were scheduled to work.

For employees with hours of duty of Monday through Friday, if a holiday falls on a Saturday, the preceding Friday is considered a holiday; if it falls on a Sunday, the following Monday is considered a holiday.

If you desire to observe a religious holiday, you may use annual leave (AL) or LWOP subject to approval by your supervisor, or if circumstances permit, your work schedule may be rearranged.

#### ANNUAL LEAVE (AL)

AL is provided for personal or emergency reasons and to allow you vacation time. AL is figured on the basis of all your Federal service, including military service. (Crediting of military service for retired members of the Armed Forces is normally limited to periods of active duty during wartime or periods for which a campaign badge or expeditionary medal has been authorized.) The amount of AL you are eligible to earn is as follows:

a. Less than 3 years of service (category 4)--you will earn 4 hours each pay period, or 13 days a year.

b. Three years, but less than 15 years service (category 6)--you will earn 6 hours each pay period plus an additional 4 hours the last pay period of each leave year, or 20 days a year.

c. Fifteen or more years service (category 8)--you will earn 8 hours each pay period, or 26 days a year.

If your appointment is for 90 days or longer, AL earned is credited to your leave account beginning with the date of your appointment. If your appointment is for less than 90 days, you are not entitled to AL until you have been employed for a continuous period of 90 days under successive appointments without a break in service. Your ELS will reflect the amount of AL you have to your credit. (On-call employees, such as fire fighters, who have more than 40-hour basic workweek are credited and charged with leave on a different basis; such employees should consult with their supervisors.)

Your immediate supervisor authorizes the use of your leave time because he or she has to consider the work load and the work force needed to maintain production schedules with the least interruption. Therefore, it is your responsibility to obtain approval normally at least 24 hours before you take AL. If you fail to do so without valid reasons, your supervisor may charge the absence to "AWOL" and take disciplinary action.

It is understandable that sometimes, due to emergencies, you may be unable to request leave in advance. If this happens, you are expected to inform your supervisor as soon as possible of your situation (but not later than two hours after the start of your tour of duty) and advise him of the date you expect to return. Emergency leave is also subject to approval by your supervisor.

Normally, no more than 30 days of AL may be carried over from one leave year to the next, and any unused leave in excess of 30 days is forfeited at the end of the leave year. There are some exceptions to this general provision which your supervisor can explain to you.

#### SICK LEAVE (SL)

SL is provided as a fringe benefit but is not intended for your use indiscriminately. You earn SL at the rate of 13 days a year, or four hours each pay period. This can be accumulated in unlimited amounts from year to year. If you leave the Federal service and are rehired within three years, your unused SL is re-credited to your leave account. SL may be approved under the following circumstances:

- a. When you are incapacitated for the performance of your duties by sickness, injury, or pregnancy.

b. For the actual time involved for medical, dental, or optical examination or treatment, plus a reasonable time for transportation to and from place of treatment. SL of this nature must be requested and approved prior to the absence. If possible, you should make such appointments on non-workdays or during off-duty hours.

c. When you are subject to quarantine through exposure to a contagious disease and your presence would jeopardize the health of others.

If you are unable to report for work because of illness, you must notify your supervisor as soon as possible on the first day of absence, generally within the first two hours. Failure to do so may result in a charge of AWOL on your time card with appropriate disciplinary action. Normally, a physician's certificate is required to substantiate SL of over three day's duration. When there is reason to believe that the SL privilege has been abused, a medical certificate may be required to justify the grant of SL thereafter. In such cases, the employee will be advised in advance that a certificate from a physician (or practitioner) will be required to support any further grant of SL. If you should become ill while at work, your supervisor may refer you to the medical facility. If the Medical Officer determines that you should be sent home, he will notify your supervisor.

Under some conditions, you can request an advance of SL. Detailed procedures regarding advanced SL are available through your supervisor and the DCP.

#### MATERNITY LEAVE

In case of pregnancy, you will be allowed to work until you and your physician determine that you should begin leave. Your return date will be determined by you and your physician. Upon approval of maternity leave, SL will be granted during the confinement period. If your SL accrual expires, AL and LWOP will be allowed or you may request advanced SL. Your supervisor will keep close contact on pregnancies to determine the nature and hours of work being performed and their impact on your pregnancy. It is important that you inform your supervisor as soon as pregnancy is determined.

LEAVE WITHOUT PAY (LWOP)

LWOP is an approved, temporary, non pay status absence from duty usually resulting from an employee request. Generally, an employee is not entitled to LWOP as a matter of right and ordinarily may not be required to take LWOP without his or her consent. Some valid reasons for requesting LWOP are:

a. To cover an absence due to lack of sufficient annual or SL accrual.

b. Up to 90 days LWOP may be granted to seek other Federal employment at a new location to which the spouse or other family member is being transferred.

c. Disabled veterans have the statutory right to LWOP for the purpose of receiving medical treatment provided they give prior notice of definite days and hours of absence required.

d. Reservists and National Guardsmen are entitled to LWOP if necessary to perform military training duties, when military leave has been exhausted.

e. An employee whose application for disability retirement is pending should be granted LWOP after SL and AL is exhausted.

f. An employee who is injured on the job and who elects to file a claim for disability compensation must be granted LWOP. If the claim is disallowed, the period of LWOP may be converted to SL or AL.

g. Your supervisor may approve LWOP requests for up to 30 calendar days. Prior approval of the Director, Civilian Personnel, is required for all LWOP in excess of 30 days. This type of leave may be denied. At least one of the following benefits should result from granting LWOP:

Increased job ability.

Protection or improvement of employee's health

Retention of a desirable employee.

(4) Furtherance of a program of interest to the government (e.g., Peace Corps volunteers).

## OTHER LEAVE

Funeral leave is granted not to exceed (NTE) three workdays to allow an employee to make arrangements for or to attend the funeral or memorial service for an immediate relative who died as a result of a wound, disease, or injury incurred while serving as a member of the Armed Forces in a combat zone.

Military leave to members of military reserves or National Guard organizations are entitled to military leave with pay for periods of active duty NTE 15 calendar days per fiscal year. Members may be granted up to 22 additional days paid leave per year if called to active duty for law enforcement purposes. In this case, however, civilian pay will be reduced by any amount of military pay received except pay for travel, transportation, or per diem. Temporary or intermittent employees are not entitled to military leave.

Voting and Registration: If the work permits, employees who desire to vote or register in any election or in referendums on a civic matter in their community shall be excused for a reasonable time.

As a general rule, where the polls are not open at least three hours either before or after an employee's regular hours of work, he or she may be granted an amount of excused absence which will permit him or her to report for work up to three hours after the polls open or leave work up to three hours before the polls close, whichever requires the lesser amount of time off.

Under exceptional circumstances where the general rule does not permit sufficient time, an employee may be excused for such additional time as may be needed to enable him or her to vote. This may not exceed one full day.

Blood Donation: Consistent with mission requirements employees are encouraged to serve as blood donors and will be excused on official time for donation, recuperation following donation, and necessary travel to and from the donation site. Employees may be authorized a maximum of four hours of official time for this purpose. However, it must be taken incident to the actual donation of blood and may not be carried forward or accumulated.

See page 8 of this pamphlet for additional information on other excused absences, or information can be obtained from your supervisor.

FEDERAL EMPLOYEES GROUP LIFE INSURANCE  
(FEGLI)

Group Life Insurance: Nearly all Federal employees are eligible to participate in the FEGLI program. The main exceptions are those who are excluded because of the nature of their appointment (such as temporary and intermittent employees). There are no age or health restrictions if you take the insurance at the time you are first eligible. You pay for the insurance through convenient deductions from your pay. The insurance cannot lapse because you forgot to pay the premium. It does not carry any cash surrender or loan privileges.

The FEGLI program is a voluntary one. If you take insurance, you may take the basic and any of the optional insurance, or you may take the basic insurance and decline any of the options.

The amount of your basic insurance coverage is your annual basic pay (rounded to the next \$1,000) plus \$2,000 or \$10,000 whichever is greater.

Option A - Standard: is a fixed \$10,000 (in addition to basic coverage), regardless of rate of pay. Both Basic Life and Option A - Standard plans offer double indemnity coverage during employment.

Option B - Additional: allows you to choose additional life insurance coverage equal to one, two, three, four or five times your annual basic pay (after basic pay is first rounded to next higher (\$1,000)).

Option C - Family: provides \$5,000 life insurance coverage for your spouse and \$2,500 for each dependent child. If you waive the Basic Insurance or decline Option A-Standard, or Option B-Additional, you will be eligible to enroll for the coverage if you meet the following requirements:

a. One year has elapsed since the effective date of your last waiver or declination.

b. You furnish, at your expense, satisfactory evidence of insurability.

You may also under some conditions change the multiples of pay under Option B-Additional.

If you have declined Option C - Family, but you have Basic Life, you may elect Option C coverage upon marriage or upon acquisition of an eligible child. Your election must be received in the DCP within 60 days after the date of the event which permits the election.

You pay the premium cost of the Optional insurance. Costs are based on the amount of insurance and the age of the employee. The cost of the Optional insurance will increase when you reach the next age group effective in the January following your birth date. For additional information, please refer to SF 2817A, FEGLI.

#### DESIGNATION OF BENEFICIARY

It is not necessary to name a beneficiary if you wish to have the death benefits of your insurance paid in the following order of precedence:

- a. Your widow or widower
- b. Your child or children in equal shares, with the share of any deceased child distributed among the descendants of that child.
- c. Your parents in equal shares or the entire amount to the surviving parent.
- d. The duly appointed executor or administrator of your estate.
- e. Your next of kin under the laws of your domicile at the time of your death.

If the employee desires an order of precedence, other than that stated above, he or she should make an appointment with a representative in the Technical Services Division (TSD), DCP.

#### FEDERAL EMPLOYEE HEALTH BENEFITS (FEHB) PROGRAM

Any employee (except those with temporary appointments serving less than one year or intermittent tours of duty) is eligible within 31 days following date of employment to enroll in the FEHB of his or her choice. The enrollment becomes effective

on the first day of the first pay period after receipt of the enrollment form. The Government pays a portion of the biweekly cost, and the enrollee pays the difference through deductions from his or her pay. Part-time employees pay a higher percentage of the cost as it is prorated on the number of hours worked.

It is not permissible to be covered by dual enrollments (e.g., if both spouses work for the Federal Government). More detailed information regarding the health insurance program may be obtained for your DCP representative.

### CIVIL SERVICE RETIREMENT SYSTEM (CSRS)

Employees hired prior to 31 December 1983 were automatically covered under the CSRS beginning on the date of employment.

### FEDERAL EMPLOYEE RETIREMENT SYSTEMS (FERS)

Permanent employees hired after 31 December 1983 are automatically covered under the FERS. FERS is a three-tiered system, consisting of Social Security, Defined Pension Benefits and a Thrift Savings Plan (TSP). TSP provides survivor and disability benefits. Additional information on the FERS is available from the TSD, DCP.

## EMPLOYEE RESPONSIBILITIES

### PERFORMANCE MANAGEMENT SYSTEM

Performance appraisal is a continuing process during which your supervisor judges your work against the performance standards for your position. You will be appraised only by comparing your performance with your performance plan for the current rating period. You must have at least 120 days between receipt of the performance and the end of the rating period before a rating can be given. A rating period will normally cover one year and you should be receiving a rating at least annually. Certain personnel actions such as details and temporary promotions may also require a special rating.

Since a performance appraisal can only be done by comparing your actual performance against your performance plan, you need to have a copy of your performance plan which lists the major job elements (both critical and noncritical) of your position and

which describes the performance necessary to meet your performance requirements. You should receive the plan within 30 days from when you enter into your position. You should review and sign the plan with your current supervisor to ensure a mutual understanding of what is expected from you in that position with respect to performance. When a new supervisor is assigned, the two of you need to re-sign the standards so that the understanding still remains between you and your current supervisor.

Performance ratings are very important to you. They are used in making personnel decisions like promotions, awards, training, WGs, retention for RIF purposes, reassignments, demotions, and removals. Because these decisions affect your career as a Federal employee, you have a vested interest in making sure you receive your performance plan, that you are advised of how you are performing with respect to the plan, and that you receive your performance rating when it comes due.

Based on element ratings of met, not met, or exceeded, you can receive one of the five following summary ratings of your performance:

- a. Exceptional - Exceeds all major job elements.
- b. Highly Successful - Exceeds a majority of critical elements and at least meets all other elements.
- c. Fully Successful - At least meets all major job elements.
- d. Minimally Acceptable - At least meets all critical elements; does not meet at least one noncritical element.
- e. Unacceptable - Does not meet one or more critical elements (requires corrective action which could result in reassignment, demotion, or removal).

#### INCENTIVE AWARDS

The Incentive Awards Program includes two major categories: (1) Honorary and Cash awards, and (2) The Army Suggestion Program.

Honorary Awards: Awarded in recognition of continued distinguished Federal service, a singular achievement, or an act of personal heroism. Recognition ranges from Certificates of Achievement at the local level to the Presidential Award for Distinguished Federal Civilian Service at the highest level.

Cash Awards: Of the three types of cash awards, two are directly related to annual performance ratings, the Quality Step Increase (QSI) and the Performance Award. A QSI is an increase in salary, equal to one WGI, granted in recognition of high-quality performance above the normal duty requirements. Employees rated Exceptional are eligible for this award which is only available to GS employees. A Performance Award (formerly named the Sustained Superior Performance Award) is granted in recognition of high-level performance for a specific rating period. Employees with Exceptional, Highly Successful or Fully Successful ratings are eligible for this award, and the award amount is computed as a percentage of basic pay. A Special Act or Service Award is granted to an individual or group of employees in recognition of a meritorious personal effort, act, service, or scientific achievement, performed within or outside of assigned job responsibilities which contributes to improvement of government operations or procedures. The award is based on tangible or intangible benefits or a combination of both, and is determined by using the same awards scales as suggestion awards.

Army Suggestion Program: A suggestion is an idea submitted in writing intended to accomplish a job better, faster and/or cheaper. It may be submitted by one or more eligible persons on DA Form 1045 to the Activity Suggestion Coordinator. Cash awards are available for adopted suggestions that result in tangible or intangible benefits. The amount of the award depends on the value of the idea to the government. For example, when the benefits can be measured in dollars, the award amount is based on 10 percent of those savings during the first year. When benefits can not be measured in dollars, the award amount is determined by the degree to impact on the activity it affects and the extent to which it is applied locally, regionally, and nationally.

#### INSTALLATION ACCESS CONTROL (CIVILIAN IDENTIFICATION (ID) CARDS)

All civilians employed by or working within the confines of FSH are to be in possession of DA Form 1602, Civilian ID card. DA Form 428, Application for ID Card, is to be completed by administrative or security personnel of the employee's work unit. Civilian ID cards are to be surrendered when a departing employee out-processes.

#### TRAFFIC AND VEHICLE REGULATIONS

The speed limit for passenger-type vehicles operating within the main post is 30 m.p.h. unless otherwise posted. Pedestrian

## FSH Pam 690-1

crosswalks must be observed and the right-of-way given to pedestrians entering them. Joggers must use sidewalks, where available. Seat belt usage in all vehicles is required. Traffic violators are dealt with promptly and sternly.

Vehicle registration is required for civilians on FSH. All privately operated vehicles must be covered by liability insurance.

### MILITARY POLICE (MP) AUTHORITY AND RESPONSIBILITY

MP's provide for the safety and security of public property, preserve order and enforce regulations. They are entitled to and will receive the same respect that any law enforcement official receives. In the event of a misunderstanding with any MP, or when his or her orders are considered unjustified, the detained or challenged person will: (1) obey the orders of the MP, and (2) in the event immediate correction or settlement of the misunderstanding is required, remain on the scene and request that higher authority be summoned.

### RESPECT TO THE FLAG

During the ceremony of hoisting or lowering the flag, or when the flag is passing in a parade or review, you should face the flag, stand at attention, and salute. Respect will also be rendered at any time the "National Anthem" or "To The Colors" is played. Men salute by removing the headdress with the right hand, holding it at the left shoulder with the hand over the heart. Women, and men without headdress, salute by placing the right hand over the heart. When riding in a passenger car, it will be brought to a halt. All persons in a passenger car will dismount and salute. Occupants of military vehicles (3/4 ton or larger), trucks, and busses, except passenger cars, will remain seated at attention in the vehicle and the individual in charge will dismount and salute. Drivers of vehicles with handicap plates or window stickers will stop their vehicle, remain in vehicle and at attention facing the flag.

### CIVILIAN ATTIRE

FSH regulations require that clothing will be in keeping with good taste, decorum, and social usage. Safety considerations may also have an impact on the type of clothing worn.

## POLITICAL ACTIVITIES

Federal law prohibits participation in partisan political activity. Permitted and prohibited activities are contained in poster form and are displayed on your bulletin board. If you are uncertain whether an action would violate political activity restrictions, you should present the matter to your supervisor or the DCP. You should get a ruling on the matter before engaging in the action, since ignorance of provisions of the law will not excuse you from penalties for violation.

You may participate in nonpartisan local election in which party designation, nomination, and sponsorship are completely absent. You may be a candidate for office in such an election, and you may hold the office after the election provided (1) there is no interference with your efficiency in your Government position, (2) there is no conflict with the interest of the Government, and (3) there would not reasonably arise any criticism or suspicion of conflicts of interests or duties. Any employee who competes in such a local election is presumed to know the actual political setup of his own local election and is in a position to know whether or not partisan politics enter the election. Therefore, it is your responsibility to make your own decision as to whether or not the election is nonpartisan, and you must assume the responsibility for assuring that you do not engage in prohibited political activity.

## SMOKING POLICIES

In order to provide DA employees with a healthy, smoke-free work environment, smoking is restricted to designated areas. The smoking areas are identified only after the applicable building manager determines that employees will not be adversely affected by side-stream smoke. In many instances, the only available smoking areas are outside of the building (e.g., on porches). Employees who desire to smoke should consult with their supervisor for assistance in locating the designated smoking area(s).

Employees who smoke are not guaranteed smoke breaks. Supervisors and managers may accommodate new employees who have smoking habits by allowing for occasional brief absences from the work station. However, each employee is responsible for the adjustment of personal habits so that there is no interference or interruption of productivity and mission requirements.

Employees may smoke (in designated smoking areas) during authorized rest periods, lunch breaks and other nonduty intervals.

#### PERSONAL DEBTS

You are expected to discharge your financial obligations and to maintain a reputation in your community for honoring debts. The reputation of our employees as good credit risks must be protected against any detrimental effect of the actions of a few. Willful failure to honor valid debts, or to make and adhere to reasonable arrangements for settlement, may constitute grounds for official reprimand, suspension, or removal.

#### RUMORS

Rumors are heard wherever people happen to be. You may hear one today. If you do and it is bothering you, ask your supervisor about it. Do not spread rumors--they do more harm than good.

#### ENGAGING IN RIOTS AND CIVIL DISORDERS

Public Law 90-351, enacted June 1968, provides that "an individual convicted by any Federal, State, or local court of competent jurisdiction of:

- a. Inciting a riot or civil disorder,
- b. Organizing, promoting, encouraging, or participating in a riot or civil disorder,
- c. Aiding or abetting any person in committing any offense specified above, or
- d. Any offense committed in furtherance of, or
- e. While participating in, a riot or civil disorder,

shall, if the offense for which he is convicted is a felony, be ineligible to accept or hold any position in the Government of the United States or in the Government of the District of Columbia for the five years immediately following the date upon which his conviction is final. Any such individual holding a position in the Government of the United States or the Government

of the District of Columbia on the date his conviction becomes final shall be removed from such position." (Felony for this purpose means any offense for which imprisonment is authorized for a term exceeding one year.)

#### OUTSIDE INTERESTS

You may engage in private employment and acquire or retain private businesses, professional, or other interests or enterprises provided:

- a. There is no interference with your efficiency in your government position,
- b. There is no conflict with the interest of the Government,
- c. There would not reasonably arise any criticism or suspicion of conflicts of interest or duties.

#### SOLICITING AND CANVASSING

Army regulations, Civil Service rules, and the law provide that an employee shall not solicit or give money for a gift for any superior, nor shall he receive any gift offered to him from employees receiving smaller salaries than himself. Violation may lead to discharge. Canvassing is not permitted on the post without prior written approval of this headquarters.

#### DISCIPLINARY ACTION

If there is a need for disciplinary action, the supervisor may verbally admonish an employee, issue a written reprimand, or propose a suspension or removal. If formal disciplinary action is proposed by the supervisor, the table of penalties published in the DA and local FSH regulations will be used as a guide in determining what action is to be taken. The employee will be given a notice in writing specifying the charge. The employee will be advised of his or her rights under the grievance or appeals procedures.

#### GRIEVANCES AND APPEALS

It is DA policy that all employees will receive fair and equitable treatment. If at any time you feel that you have not

been treated fairly, you have a right to present your complaint, grievance, or appeal to appropriate management officials. This right may be exercised by you or through a personal representative of your choice.

Any grievance you have should be brought to the attention of your supervisor, normally within 15 days after you learn of the situation which prompted the grievance. Your supervisor is available for private conferences and will give prompt consideration to any grievance you present.

An appeal is an employee's written expression of dissatisfaction based on any adverse personnel action such as suspension or removal. If you receive an adverse action, you will be advised in writing of your appeal rights.

Employees in those activities that are represented by a labor organization and for which an agreement (contract) has been negotiated have yet another method of presenting their complaints. Each agreement contains a grievance and arbitration procedure to be used solely for complaints over the interpretation and application of the agreements. Since the procedures vary somewhat from one agreement to another, employees are requested to refer to the specific agreement by which they are covered for more information.

## LABOR MANAGEMENT RELATIONS

The program of labor-management relations in the Federal Government is founded in law and the system is designed to enhance efficiency and to promote employee well-being. Different unions have been accorded the role of representing various groups of employees at this installation. Employees have the right to form, join, and/or assist a union or to refrain from such activity. Employees should consult with their individual supervisors if they want to know if a union has been recognized as the representative for employees in their organizations.

A union that is recognized as the representative of a group of employees is also entitled to negotiate agreements covering working conditions of all employees in the group (or bargaining unit). Such agreements apply to all members of the bargaining unit whether they are members of the union or not.

Internal management of a union, union meetings, membership drives, union elections and other types of internal union business may not be conducted while on duty.

## THE PRIVACY ACT

### Why Do We Have It?

The 93rd Congress enacted the Privacy Act on 31 December 1974 in response to increasing pressure from the citizenry for such a law. Congress had for some time been considering legislation in the area of personal privacy, but deliberation and passage were accelerated by such events as the "Watergate" investigation and public disclosure of unauthorized government wire tapping operations.

### What Is It?

The Privacy Act is a law which applies to the entire Federal establishment. It specifies the government's policies on the collection, maintenance, use and disclosure of personal information.

### What Are The Policies?

Within the general purpose of protecting the privacy of individuals from unwarranted intrusion, the Privacy Act contains the following specific policies applicable to Government offices and officials:

- a. Collect and maintain only that personal information about an individual that is relevant to and necessary for the governmental operations required to be accomplished.
- b. Safeguard personal information to prevent unauthorized use, access, disclosure, alteration, or destruction.
- c. Let individuals know what records the government keeps on them and let them review or get copies of those records.
- d. Amend, correct, or delete personal information as appropriate when an individual can show that his or her records are factually in error, not up-to-date, incomplete, or not relevant.

### What Does It Mean To Me?

- a. Records on you, such as your OPF, your Employee Record Card (SF 7B), career records, conduct and discipline case files, etc., are available to you for review in their entirety. To review records on you maintained by DCP, you will need an appointment and your supervisor's permission to leave the work site.

b. Except when you authorize their release, records such as those mentioned above will not be disclosed to individuals other than officials covered by a routine use provision. The latter usually means the command chain (from first-line supervisor on up) and authorized users of the record such as DCP employees.

c. The Privacy Act designates certain basic items of information as "public domain," making them readily available to requesters. The pieces of information on you that can routinely be released without your involvement are: Name, grade, salary, job title, organization to which assigned, job description, and performance standards.

d. The provisions of the Privacy Act also extend to any purely verbal settings where you would be asked to provide personal information for official purposes. These settings include employment interviews and various types of investigations.

#### Is There More To The Privacy Act?

Yes. The above is only a basic overview. As with any law or regulation, the Privacy Act contains many subtleties, complications, refinements, and qualifications. If you should ever need more information on the Privacy Act, there are numerous sources. Among these are your activity Privacy Act official, your Staff Judge Advocate, and the DCP.

### CAREER MANAGEMENT

The Army's civilian career programs (CP) covers a number of professional and administrative occupations. Systematic career planning, appraisal and training are key elements of the career programs. Positions at the higher grade levels are filled through command-wide or Army-wide competition. Career intern positions are available in most career fields. They provide an avenue to enter the field and be trained for advancement to the journeyman level. Activity Career Program Managers (ACPM) are appointed locally to advise the DCP, careerists and supervisors on matters involving their field. A list of Army career programs is contained in Appendix A. AR 690-950 covers career management policies and procedures. Positions in the Fifth U.S. Army Reserve Technician Program are not included in Army Career Program coverage. Reserve technicians may become voluntary registrants, if eligible, for positions covered by career fields. For additional information contact your supervisor, the ACPM or the T&CM Division of DCP.

## EXTERNAL RECRUITMENT

The Civilian Recruitment Office (CRO), building 152, accepts applications for employment from outside job applicants for all vacancies except those in the Fifth U.S. Army Reserve Technician Program. Applications for vacancies in the technician program are accepted by the Delegated Examining Unit, Military Technician (MILTECH) Division, DCP, 2nd Floor, building 144. General information about other Federal employment opportunities is available from the Texas Employment Commission.

## OVERSEAS EMPLOYMENT

The DOD has a continuing need for well-qualified employees to fill overseas vacancies. Most hiring involving permanent change of station (PCS) movement and eligibility for special overseas allowances is at or above the GS-09 level. Other positions in the overseas areas are traditionally filled by recruiting local nationals or family members of civilian and military personnel already in that area. The DCP periodically receives a positive Recruiting List for overseas vacancies and can assist applicants. CP positions at levels requiring Command or Army-wide competition are filled under career referral procedures outlined in AR 690-950.

## UPWARD MOBILITY (UM)

The UM program is designed to increase promotional opportunities for the permanent work force. Its two components are counseling and placement. UM career counseling and career exploration workshops are provided by the T&CM Division. Management designates specific target positions which can be filled at a trainee level to support the UM Program. This technique increases promotional opportunities because it is easier to qualify at the trainee level. Positions are advertised under local merit promotion procedures. The announcements are normally printed on bright yellow paper. Once selected, an UM trainee will be trained for noncompetitive advancement to the target grade level. Additional information can be found in FSH Pamphlet 690-8, 28 Dec 83, subject: Management's Guide to Upward Mobility.

## RESIGNATIONS

If you decide to resign, please give your supervisor as much advance notice as possible. The normal two week notice period

expected by private sector employers is really not enough time to find a suitable replacement for most Federal positions. The reasons for your resignation must be documented on SF 52, Request for Personnel Action. When you resign, you will receive a lump sum payment for any unused AL. Unused SL cannot be paid, but will be re-credited should you be reappointed within three years. Up to 90 days LWOP may be requested prior to the effective date of the resignation for the purpose of accompanying a military or civilian spouse to a new duty station.

## TRAINING AND DEVELOPMENT

Training employees to perform their duties efficiently and effectively is a management responsibility. New employees need to be introduced to the work environment and may require training on how work is performed in the unit. Experienced employees often need training to stay abreast of changes in the technology or methodology used to perform the work.

Training efforts are focused on courses which are directly related to official job requirements. To ensure that training is justified, all training requests (DD Form 1556, Mar 87) must be supported by a written justification statement in Item 18. The justification must relate course objectives to the nominee's job requirements.

The supervisor is responsible for determining the training needs of the employees in the work unit. Needs are often identified during the performance appraisal process. Once each year, the supervisor reports all needs for the following FY as part of the Annual Training Needs Survey process. Employees may have input in the needs identification process, but the supervisor is ultimately responsible for identifying the training needed to do the job.

Training needs are satisfied in various ways. Some can be met through in-house training efforts or on-the-job training. Others may require training from external sources, such as DOD schools, the Office of Personnel Management (OPM), the General Services Administration (GSA), private training vendors, or colleges and universities. At FSH, much emphasis is placed on presenting courses from external sources on-site to meet common needs. This saves travel, per diem and tuition costs and greatly increases the amount of training which can be supported.

The schedule of local training courses is announced in the Daily Bulletin. The schedule of local courses is published in a special Civilian Training Bulletin at the beginning of each FY. Your supervisor should have a copy.

Information concerning off-post training opportunities may be obtained from the training vendor or the DCP. In selecting a training source, management is obligated to locate the most inexpensive source which can adequately satisfy the need in a timely manner.

Employees need to be aware of certain restrictions contained in the training law:

a. Employees cannot be trained for promotion unless they were selected competitively for a trainee position.

b. Training pursued for the sole purpose of acquiring an academic degree, license, or certificate cannot be supported.

c. Training in facilities that practice discrimination is prohibited.

d. All training must be approved in advance. Employees who attend training in non-Government facilities without prior approval are responsible for all costs associated with it. To avoid problems, never attend training unless you have been notified by DCP that your request has been approved.

There are many self-development opportunities for Army employees in the San Antonio area. Self-development is normally pursued for the benefit of the employee. Courses not related to job requirements must be attended outside of duty time at the employees' own expense. Army correspondence courses, in hundreds of subjects, are available at no cost for self-development purposes.

Questions about civilian training opportunities, procedures and requirements may be directed to your supervisor, the training coordinator, or the training staff at DCP. Additional information may be obtained from FSH Pamphlet 690-16.

### EQUAL EMPLOYMENT OPPORTUNITY (EEO)

The Federal Government guarantees equal employment opportunity to all persons as part of their employment policy. This opportunity is to be based on merit and without regard to race, religion, color, sex, national origin, age (40 and over), physical or mental handicap. DA regulations require that this policy be adhered to in letter and in spirit. It specifically requires that all qualified applicants receive full and impartial consideration for initial employment, possess equal standing and security as Army employees, receive equal opportunity at training

to develop job-related skills, and enjoy equal opportunity to advance from a job and career standpoint. Employment practices at this installation are monitored by the EEO manager and the DCP.

Individuals who believe they have been subjected to discrimination in these matters are assured of their right to use, without fear of coercion or reprisal, the formal procedures established to address complaints of discrimination. Detailed procedures are contained in AR 690-600. Employees are required to first consult with an EEO counselor when they feel discrimination has occurred. The counselor will then conduct an informal inquiry into the complaint. If the matter is not resolved to the employee's satisfaction, a letter explaining rights and procedures to follow in filing a formal complaint, will be issued to the complainant by the counselor. All remaining steps in the complaint will be administratively processed by the EEO office.

### MISCELLANEOUS

#### VISITS TO THE DIRECTORATE OF CIVILIAN PERSONNEL

The DCP is located in buildings 144, 152, and 153 on Stanley Road. OPF's are maintained on each employee and are on file at the TSD, or in the case of Military U.S. Army Reserve Command (MUSARC) employees, the Military Technician Division. Only those individuals having an official need to do so may view these confidential records. Members of the DCP are at your service to answer questions regarding your appointment, official records, employee rights, and privileges. Usually your immediate supervisor can answer most of your questions. If he or she is unable to do so, you may ask his or her permission to speak with a representative of the DCP. Never leave your job without first getting approval from your immediate supervisor. If you plan to visit the DCP in person, you should first call and make an appointment with the appropriate individual.

#### KEEPING YOUR RECORDS UP-TO-DATE

As indicated above, an OPF is maintained on you which is on file in the DCP, and is the property of the Federal Government. This folder contains the records and reports of personnel actions effected during your Federal service and other pertinent papers

which document your rights and benefits under Federal employment laws and regulations. You will be furnished a copy of all official personnel actions which affect you. It is recommended that you keep these copies in a safe place for your future reference and use. It is important to keep your OPF updated, especially as it relates to your educational status, career registrations, special qualifications, experience record, and eligibility for veteran's preference. The records in your folder are used by members of the personnel office in determining status, eligibility, rights, benefits, length of service and obtaining information in providing personnel service. Be sure to notify the TSD whenever your name or address changes.

### PUBLICATIONS

Command Bulletins and other pertinent publications which apply to you will be brought to your attention by your supervisor. You will have access to civilian personnel information bulletins and Civilian Promotion Announcements as they are issued. You should read these publications regularly. The official section of the Command Bulletin is required reading for employees and compliance with its instructions is mandatory.

The News Leader is published weekly and contains items of interest to employees.

Changes to the information contained in this handbook are published in the Civilian Personnel Bulletin. This handbook is revised periodically and you may obtain a copy of the latest edition from the DCP.

CAREER REFERRAL LEVELS  
(AR 690-950, 8 Sep 88)

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DA and MACOM referral levels and areas of consideration

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Career Program	Method of Referral	DA Wide	MACOM Wide
Ammunition Specialist <sup>1</sup>		All grades	
Automatic Data Processing	ACCES	GS/GM 13-15	
Civilian Personnel Administration	ACCES	GS/GM 13-15	
Commissary Management	ACCES	GS/GM 09-15	NA
Communications	SKAP	GS/GM 12-15	NA
Comptroller	SKAP, ACCES	GS/GM 13-15	GS 12
Contracting and Acquisition	Merit Promo <sup>2</sup>	GS/GM 12-15	NA
Education Services	ACCES	GS/GM 11-15	
Engineers & Scientists (Non-Const)	Merit Promo <sup>3</sup>	NA	
Engineers & Scientists (Res & Const)	SKAP	GS/GM 14-15	GS/GM 12-13
Equal Employment Opportunity	ACCES	GS/GM 11-15	NA
Intelligence (CIPMS Positions)	DISCAS <sup>4</sup>	GS/GM 13	
Housing Management	SKAP	GS/GM 11-15	
Librarian	ACCES	GS/GM 09-14	
Manpower and Force Management Management	ACCES	GS/GM 12-15	
Materiel Maintenance Management	SKAP	GS/GM 13-15	

FSH Pam 690-1

Physical Security/ Law Enforcement	SKAP	GS-10 thru GS/GM 15	
Public Affairs & Communications Media	SKAP	GS/GM 12-15	GS-11
Quality Assurance Specialist (Ammunition Surveillance)	SKAP <sup>5</sup>	All grades	
Quality & Realiability Assurance	Merit Promo <sup>2</sup>	GS/GM 12-15	NA
Real Estate	SKAP	GS/GM 12 & above	
Records Management	SKAP	GS/GM 11-14	
Safety Management	Merit Promo	GS/GM 11-15	
Supply Management	SKAP	GS/GM 13-15	
Training	ACCES	GS/GM 13-15	
Transportation Management	SKAP	GS/GM 13-15	

NA means Not Applicable

Notes:

<sup>1</sup>Modified SKAPS

<sup>2</sup>Requisitioning activities will obtain a list of Army candidates from the DOD Centralized Referral Activity (CRA) per DOD 1430.10-M. By special agreement with DOD, Army GS-12 positions are filled by the DOD CRA with consideration given only to Army registrants. For GS/GM 13 positions, all eligible and available employees whose duty stations are located within the DOD region or overseas theatre where the vacancy exists are in the area of consideration. For GS/GM-14 positions, the area of consideration is DOD-wide.

<sup>3</sup>Positions, GM-15 and below, will be filled under local merit promotion procedures. For general information about the Engineers and Scientists (Non-construction) Career Program, contact, Commander, U.S. Army Materiel Command, ATTN: AMCPE-CC-C, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001, Defense Switch Network 284-8508/9.

<sup>4</sup>All general Intelligence Specialists, GS-0132, and other DOD career program positions GS-13 and above, are filled from the DOD Inventory (Defense Intelligence Special Career Automated System (DISCAS)). All such positions GS-12 and below will be filled in accordance with local merit placement and promotion plan requirements (although courtesy referrals may be requested from DISCAS).

<sup>5</sup>All positions covered by the Quality Assurance Specialist (Ammunition Surveillance) Career Program are filled from the central inventory maintained by the U.S. Army Defense Ammunition Center and School.

# INSIGNIA OF THE UNITED STATES ARMED FORCES

## Enlisted

E-1

E-2

E-3

E-4

E-5











E-6

E-7












E-8

E-9













### Navy

									
SEAMAN RECRUIT	SEAMAN APPRENTICE	SEAMAN	PETTY OFFICER THIRD CLASS*	PETTY OFFICER SECOND CLASS*	PETTY OFFICER FIRST CLASS*	CHIEF PETTY OFFICER*	SENIOR CHIEF PETTY OFFICER*	MASTER CHIEF PETTY OFFICER	MASTER CHIEF PETTY OFFICER OF THE NAVY*





### Marines

(no insignia) PRIVATE									
	PRIVATE FIRST CLASS	LANCE CORPORAL	CORPORAL	SERGEANT	STAFF SERGEANT	GUNNERY SERGEANT	FIRST SERGEANT	SERGEANT MAJOR	SERGEANT MAJOR OF THE MARINE CORPS
									
							MASTER SERGEANT	MASTER GUNNERY SERGEANT	

### Army

(no insignia) PRIVATE									
	PRIVATE	PRIVATE FIRST CLASS	CORPORAL	SERGEANT	STAFF SERGEANT	SERGEANT FIRST CLASS	FIRST SERGEANT	COMMAND SERGEANT MAJOR	SERGEANT MAJOR OF THE ARMY
									
			SPECIALIST				MASTER SERGEANT	SERGEANT MAJOR	

### Air Force

(no insignia) AIRMAN BASIC									
	AIRMAN	AIRMAN FIRST CLASS	SERGEANT	STAFF SERGEANT	TECHNICAL SERGEANT	MASTER SERGEANT	SENIOR MASTER SERGEANT	CHIEF MASTER SERGEANT	CHIEF MASTER SERGEANT OF THE AIR FORCE
									
			SENIOR AIRMAN						

\* Gold Stripes indicate 12 or more years of good conduct.

# INSIGNIA OF THE UNITED STATES ARMED FORCES

## Officers

0-1	0-2	0-3	0-4	0-5	0-6	0-7	0-8	0-9	0-10	SPECIAL
<b>Navy</b>										
ENSIGN	LIEUTENANT JUNIOR GRADE	LIEUTENANT	LIEUTENANT COMMANDER	COMMANDER	CAPTAIN	REAR ADMIRAL (lower half)	REAR ADMIRAL (upper half)	VICE ADMIRAL	ADMIRAL	FLEET ADMIRAL

## Marines

SECOND LIEUTENANT	FIRST LIEUTENANT	CAPTAIN	MAJOR	LIEUTENANT COLONEL	COLONEL	BRIGADIER GENERAL	MAJOR GENERAL	LIEUTENANT GENERAL	GENERAL	

## Army

SECOND LIEUTENANT	FIRST LIEUTENANT	CAPTAIN	MAJOR	LIEUTENANT COLONEL	COLONEL	BRIGADIER GENERAL	MAJOR GENERAL	LIEUTENANT GENERAL	GENERAL	GENERAL OF THE ARMY

## Air Force

SECOND LIEUTENANT	FIRST LIEUTENANT	CAPTAIN	MAJOR	LIEUTENANT COLONEL	COLONEL	BRIGADIER GENERAL	MAJOR GENERAL	LIEUTENANT GENERAL	GENERAL	GENERAL OF THE AIR FORCE

## Warrant

Navy	Marines	Army	Coast Guard
 WARRANT OFFICER W-1	 WARRANT OFFICER	 WARRANT OFFICER	 WARRANT OFFICER
 CHIEF WARRANT OFFICER W-2	 CHIEF WARRANT OFFICER	 CHIEF WARRANT OFFICER	 CHIEF WARRANT OFFICER
 CHIEF WARRANT OFFICER W-3	 CHIEF WARRANT OFFICER	 CHIEF WARRANT OFFICER	 CHIEF WARRANT OFFICER
 CHIEF WARRANT OFFICER W-4	 CHIEF WARRANT OFFICER	 CHIEF WARRANT OFFICER	 CHIEF WARRANT OFFICER



Coast Guard enlisted rating badges are the same as the Navy's for grades E-1 through E-6. E-7s through E-9s have silver specialty marks, eagles and stars, and gold chevrons. The badge of the Master Chief Petty Officer of the Coast Guard has a gold chevron and specialty mark, a silver eagle and gold stars. Coast Guard officers use the same rank insignia as Navy officers. For all ranks, the gold Coast Guard shield on the uniform sleeve replaces the Navy star.



## FSH FACILITIES

Most facilities on FSH are available for use by civilian employees and their families. Due to limited capacity, some of these facilities give priority to military personnel or limit the hours for civilian personnel. It is always a good idea to call ahead to see if any policies are in effect limiting civilian usage. You can identify yourself as an eligible user by showing your civilian employee's ELS.

<u>FACILITY</u>	<u>BLDG. #</u>	<u>PHONE #</u>	<u>REMARKS</u>
Airline Ticket Ofc (comm)	367	225-5370	
Army Community Service	2797	221-2418	
Army Emergency Relief	2797	221-1612	
Bowling Center	2521	221-3683	
Canyon Lake Reservations		221-0703	1 week advance notice
Child Development Center	2530	225-6681	Military have priority
Drug/Alcohol Abuse Education	1123	221-5463	
Emergency Child Care	2797	221-2705	
Equipment Issue	4013	224-0162	1 week advance notice
Fire: To Report--			
From 221 numbers -		<b>Dial 117</b>	
From all other numbers		554-4713	
Golf Course	2901	221-5863	
Hacienda Recreation Center	1462	224-7250	
Harlequin Dinner Theatre	2652	233-2496	
Hunting (Camp Bullis)		221-7529	Military sponsor req'd
Information, Ticketing & Registration	2797	221-0703	
Library	1222	221-0702	
Military Police & Vehicle Registration	2241	221-0886	

Museum (Medical)	1046	221-6358	
Museum (Military)	123	221-0019	
NCO/Enlisted Club	1395	224-2721	GS-6 & below
Officer's Club (Main)	407	224-4211	GS-7 & above
Personnel Locator (Military)	336	221-3948	
Personnel Locator (Civilian)	144	221-1268	
Quadrangle Gift Shop	16	226-1216	
Red Cross	2650	221-5271	
Riding Stables	3550	224-7207	
Special Events Tickets	2797	221-0703	
Sports Arena (Gym)	2520	221-3998	Military sponsor req'd
T-Shirt Shop	1464	224-7125	
Thrift Shop	230	225-4682	
Woodcraft Shop	374	221-1835	

# FORT SAM HOUSTON

## TROOP ORGANIZATIONS

NO.	FACILITY	BUILDING	
1	HQ. FSH Garrison	300	
2	5th Army HQ	16/44	
3	HQ Co., Garrison	2272	
4	90th ARCOM	1520	
5	Provost Marshal	2244	
6	BAMC HQ	1029	
7	BOQ	1384/592	
8	Sam Houston House	48	
9	SEBQ	590/591	
10	AHS	2840/2841	
11	Transportation Motor Pool	2430	
12	41st Cmbt Spt Hosp	2265	
13	3rd Bn AHS	2264	
14	Student Billets	900/1300	
		Area & 1772	
69	CIS	1461	
74	USAISC-FSH Printing	230	
	Reproduction Branch		
77	USAISC	4190	

## FAMILY/TROOP FACILITIES

15	HQ HSC	2410
16	Roadrunner Community Center	2797
17	Beverage & Package Store	2434
18	Branch Exchange (Shoppette)	890
19	Barber Shop	366/2420
20	Bowling Lanes	2521
21	In/Out Processing	367
22	Chapels	1398/1050/2200
23	Commissary	372
24	Child Care Center	2530
25	Eisenhower Bank	2302
26	Legal Asst.	134
27	Garden Shop Toyland	350
28	Credit Union	2750
29	Golf Course Pro Shop	2901
30	Guest House	1002
31	Hacienda Rec Center	1462
32	Harlequin Dinner Theatre	2652
33	Main Library	1222
34	Laundry Pick-Up	376
35	Museum	123
36	NCO Club	1395
37	Officers Club	407

38	Post Engr's	4196
39	Post Office	2300
40	Post Exchange/Beauty Salon	2420
	Shoe Store	2400
41	Military Sales	332
42	Red Cross	2650
43	Brigade PX/Mini Mall	1387
44	Burger King	2540
45	Sports Arena	2520
46	Self-Help Classroom	1178
47	Snack Bar	365
48	Theaters	2270/1396
68	Acad Bde HQ (A Co/187th)	902
71	NATO Track	
72	Personnel/Finance	2263

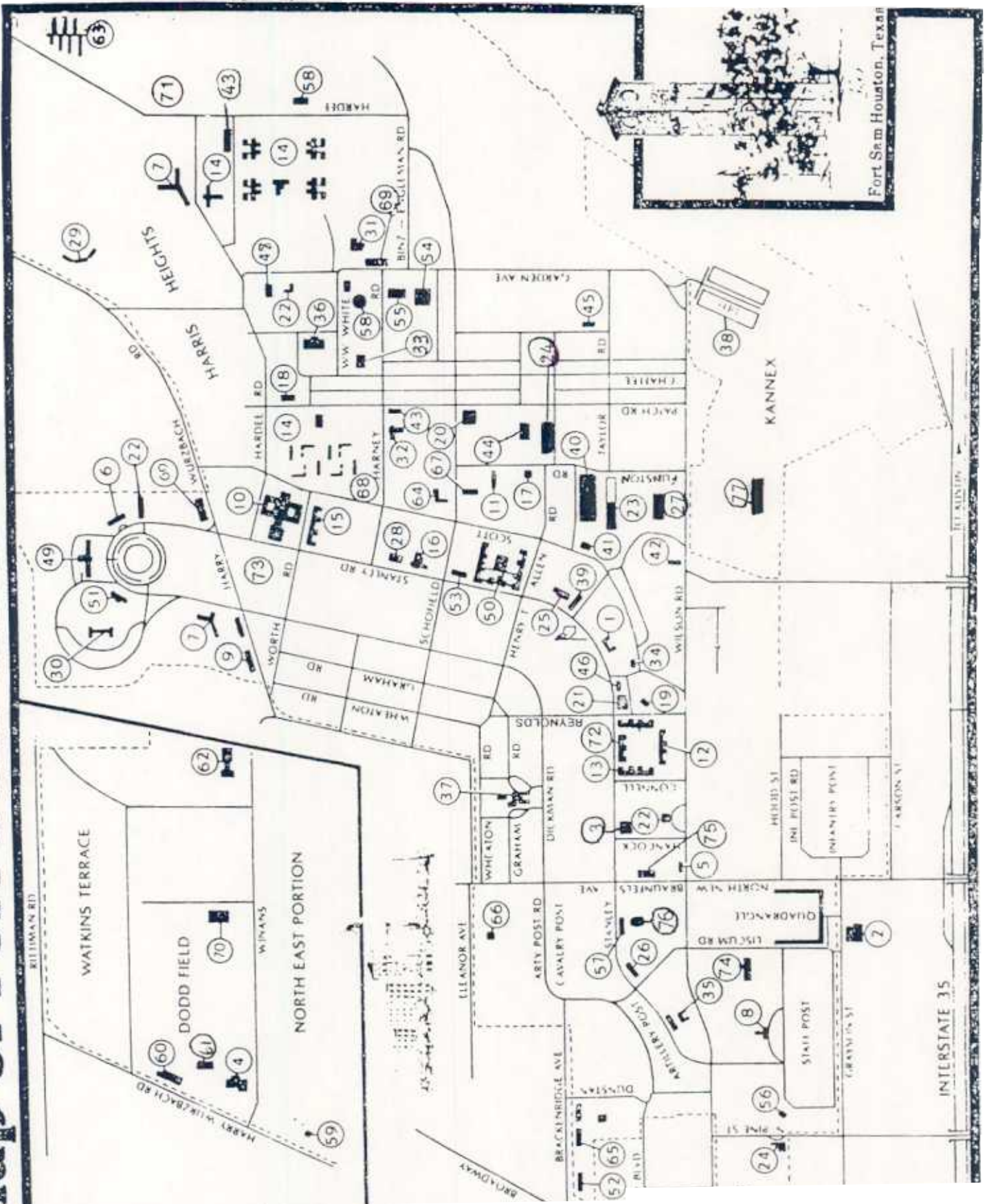
## MEDICAL SERVICES

49	BAMC	1000
50	Beach Pavilion	2376
51	Adolescent Clinic	1001
52	Eye Clinic (Glasses)	2013
53	Rhodes Dental Clinic	2375
54	Troop Medical Clinic	1279
55	Troop Dental Clinic	1278

## MISCELLANEOUS

56	Staff Post 6 (Pershing House)	6
57	Dir of Civilian Personnel	144
58	Swimming Pools	407/3300
59	Cemetery Office	3001
60	Reserve Center	1699
61	Outdoor Recreation	1545
62	Cole Junior/Senior High	1900
63	Elementary School	3370
64	Gas Station (PX)	2610
65	Training Support Center	2016
66	Nulsen Preschool	452
67	Auto Craft Shop	2410
70	Youth Center	1630
73	Parade Field (Mac Arthur)	
75	Education Center	2248
76	Civilian Recruitment Office	153

# Map of Fort Sam Houston



The proponent of this pamphlet is the Directorate of Civilian Personnel. Users are requested to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, USAG, Fort Sam Houston, ATTN: AFZG-CP, Fort Sam Houston, TX 78234-5000.

FOR THE COMMANDER:



GEORGE A. FINLEY  
Director of Information Management

MICHAEL F. MERRILL  
Deputy Director of  
Information Management

DISTRIBUTION:  
3 - DOIM, ATTN: AFZG-IM-OR  
Special

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## ANY PERSON IN GOVERNMENT SERVICE SHOULD

- I.** Put loyalty to the highest moral principles and to country above loyalty to persons, party, or Government department.
- II.** Uphold the Constitution, laws, and regulations of the United States and of all governments therein and never be a party to their evasion.
- III.** Give a full day's labor for a full day's pay; giving earnest effort and best thought to the performance of duties.
- IV.** Seek to find and employ more efficient and economical ways of getting tasks accomplished.
- V.** Never discriminate unfairly by the dispensing of special favors or privileges to anyone, whether for remuneration or not; and never accept, for himself or herself or for family members, favors or benefits under circumstances which might be construed by reasonable persons as influencing the performance of governmental duties.
- VI.** Make no private promises of any kind binding upon the duties of office, since a Government employee has no private word which can be binding on public duty.
- VII.** Engage in no business with the Government, either directly or indirectly, which is inconsistent with the conscientious performance of governmental duties.
- VIII.** Never use any information gained confidentially in the performance of governmental duties as a means of making private profit.
- IX.** Expose corruption wherever discovered.
- X.** Uphold these principles, ever conscious that public office is a public trust

